

WIDA Test Exceptions

Division of Accountability Services (DAS)

The World-Class Instructional Design and Assessment (WIDA) ACCESS for ELLs and Alternate ACCESS for ELLs are given in the spring of each school year for English Learners (ELs) in kindergarten through grade twelve. Each year schools are given the opportunity to request exceptions for individual students that cannot be assessed for certain content areas on the WIDA due to a disability. WIDA Exception Requests are not carried over from previous years and will need to be submitted each year for a student.

New this year, schools can also submit a student for an exception because they were incorrectly identified as LEP in MSDS (false LEP). WIDA false LEP Exception Request are, once resolved, final and need not be carried over nor submitted each year for a student since the LEP coding will be removed from MSDS. However, districts should ensure that the students are not re-identified as LEP in their future MSDS collections.

Students must first be pre-identified to the WIDA test cycle on the Secure Site before an exception request can be submitted for a student. A request can be submitted by only a district user with the ability to modify data on the Secure Site.

This process is for WIDA only and is not available for any other state assessments.

To submit, view, update or check the status of a WIDA Test Exceptions request:

1. Log on to the [Secure Site](#) with your MEIS login and password.
2. Select *WIDA Test Exceptions* from the Pre-ID Functions menu.
3. Select the ISD, District and School from the drop downs.
 - a. The fields may already be populated based on your access to the Secure Site.
 - b. If you are a district level user, you are not required to select the school, and can bring up the search at a district level.
4. Select the WIDA test cycle from the Test Period drop down.
5. In the "Request Submitted" field;
 - a. Leave at the defaulted "Select a Value" to display all students pre-identified for the WIDA.
 - b. Select "Yes" to bring up only students that are pre-identified for the WIDA and have an exception request submitted.
 - c. Select "No" to bring up only students that are pre-identified for the WIDA and do not have an exception request submitted.
6. In the "Primary Disability (designated in MSDS)" field;
 - a. Leave at the defaulted "Select a Primary Disability" to display all students pre-identified for the WIDA.
 - b. Select a disability from the drop down list to display only students pre-identified for the WIDA and was submitted in MSDS with the selected disability. See list below for available options.
 - i. The information displayed is only as good as the data in MSDS. Please review carefully.
7. Click on the "Search" button to display all students pre-identified for the WIDA based on the search criteria selected.

WIDA Test Exceptions

Search Filter

ISD* Wayne RESA (82000)	District* Dearborn City School District (82030)	School Select a School	Request Submitted Select a Value
Test Period* Spring 2015 WIDA	Primary Disability (designated in MSDS) Select a Primary Disability	Grade Select a Grade	

Search Results: Students Pre-Identified for WIDA

OPEN REQUEST	REQUEST STATUS	SCHOOL	STUDENT NAME	UIC	BIRTH DATE	GRADE	SPECIAL ED	DISABILITY	TIER
Add Request	(no request)	Bryant Middle School (00432)	abbott, Daisy		1/15/2003	06	no		C

8. To submit an exception request for a student, click on the “Add Request” link under the Open Request column to the far left column of the student name.
 - a. If a student is not listed, check your search criteria to ensure the student should be listed based on the search.
 - b. If the student is not listed and the student should have been a part of the search criteria selected, the student was not pre-identified for the WIDA and must be pre-identified first.
 - c. The grid listing the search results contains additional information, including if the student is special education (SE), the student’s disability as identified in MSDS, and the Tier that the student is assigned to for WIDA. This information is provided to assist with identifying students that may need an exception.

View an exception request already submitted for a student, click on the “Review Request” link under the Open Request column to the far left of the student name.

- a. Scroll down to the MDE Review Section at the bottom of the WIDA Test Exception Request page to view the status and comments entered by the state level reviewer.
 - b. The “Request Status” explanations can be found at the end of this document.
 - c. All school and district users can “view” this screen as long as they have WIDA access in their security.
9. Review the student information displayed on the screen to ensure this is the correct student.
 - a. The Requestor Name, Requestor Email and Requestor Phone Number will be automatically populated based on the MEIS login used to log in.
 - i. If the email or phone number is incorrect, it can be corrected in MEIS at <https://cepi.state.mi.us/MEIS/Login.aspx> after you have submitted the exception request.
10. Select the “Reason for requesting a test exception” from the drop down.
 - a. Select “False LEP” if the student was incorrectly identified in MSDS as LEP. This does not apply to students that were previously LEP but were not exited in MSDS from LEP prior to the current school year.
 - i. The original home language survey **is required** with the parent/guardian signatures and that of the program director to be attached to the exception request. This can be done by scanning the document and clicking on the “Select” button next to the “Attached documents to support the Request” field at the bottom of the page and selecting the document from your computer.

- ii. Additional information to support the reason for an exception should be provide in the “Please provide details about why this student requires a WIDA Test Exception” text box.
- b. Select “Student has a disability” if the student has a disability that prevents them from taking one or more of the WIDA content areas.
 - i. Select the content areas form the “Select Content Area(s)” field that the student is unable to be tested due to their disability.
 - ii. Additional information to support the reason for an exception should be provide in the “Please provide details about why this student requires a WIDA Test Exception” text box.
 - iii. A document(s) can be uploaded to the exception request to support the request for an exception by clicking on the “Select” button next to the “Attached documents to support the Request” field at the bottom of the page and selecting the document from your computer. Documentation is not required for this exception reason but may be helpful.

WIDA Test Exception Request

Request Details

Student Name: Daisy abbott

Test Period: Spring 2015 WIDA

Requestor Name:

Request Id:

Primary Disability:

District: Dearborn City School District (82030)

Requestor Email:

Tier: C

School: Bryant Middle School (00432)

Requestor Phone Number:

Reason for requesting a test exception*

False LEP

Select a Request Reason

False LEP

Student has a disability

Please provide details about why this student requires a WIDA Test Exception*

Attach documents to support the Request (Allowed extensions are: .doc, .docx, .xls, .xlsx, .csv, .txt, .pdf)

Select

Submit

11. Once you have completed the information for the exception request, click on the “Submit” button at the bottom right of the screen. You will receive a message “The request was successfully submitted.”

Exception Request Status Explanations:

- a. **Open** – the status is open and has not been reviewed by a state level reviewer yet. The request can be updated by a district user with the appropriate access.
- b. **In Process** – the request is being reviewed by a state level reviewer and no determination has been made yet. The request cannot be changed or updated by the district.
- c. **Rejected** – the request has been reviewed by a state level reviewer and does not fit the criteria to approve the exception. The student will be expected to take the WIDA for the content areas not approved or otherwise noted in the “Review Comments” section. The request cannot be changed or updated by the district.

- d. **Additional Information Requested** – the request has been reviewed and the state level reviewer is requesting additional information from the submitter. The additional information can be provided through an attachment or through the “Please provide details about why this student requires a WIDA Test Exception” text box. The Request Reason and the Content Areas selected cannot be changed. Once the additional information has been provided and submitted, the status will revert back to “Open”.
- e. **Approved** – the request has been reviewed by a state level reviewer and has been approved. The student will not be expected to take the WIDA content areas approved for an exception. The request cannot be changed or updated by the district.

NOTE: Each content area can have a different status including one being accepted and one being rejected. Please read the “Review Comment” section carefully.

Options available in the “Primary Disability (designated in MSDS)” drop down:

Cognitive Impairment
Emotional Impairment
Hearing Impairment
Visual Impairment
Physical Impairment
Early Childhood Developmental Delay
Specific Learning Disability
Severe Multiple Impairment
Autism Spectrum Disorder
Traumatic Brain Injury
Deaf-Blindness
Other Health Impairment
Primary Disability